

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R3-15

2. Reason for Submission

☐ Reassignment
☐ Reestablishment
☐ Expiration (Show any positions replaced)

3. Service

☒ New
☐ Detail
☐ Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6. CSC Certification No.

7. Pay Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Employment/Financial Limit Required

☐ Yes ☒ No

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Low
☐ 2-Moderate
☐ 3-Critical

13. Competing Level: C

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Maintenance Worker	WG	4749	7	BAK	11/29/90
e. Recommended by Supervisor or Initiating Office	Maintenance Worker	WG	4749	7		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if agency, specify)

18. Department, Agency, or Establishment

Department of Interior

a. First Subdivision

U.S. Fish and Wildlife Service

b. Second Subdivision

Region 3

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformity with standards published by the Civil Service Commission or if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position

Standard Position Description R3-15
Job Grading Standard for WG-4749, TS-30,
dated 5/74

Typed Name and Title of Official Taking Action

Donita B. Schires
Classification Officer

Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

Signature

Donita B. Schires

Date

11/29/90

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities (see attached)

A. Duties:

- Performs non-supervisory maintenance and repair work of grounds, exterior structures, buildings, equipment, and related fixtures and utilities of refuges, hatcheries, and laboratories.
- Replaces and cleans faulty plumbing and fixtures including leaky drains, dirty traps, and broken tile pipe, as well as hooking up water heaters, disposal units, and faucets to already installed systems.
- Performs general carpentry repairs and construction of items such as crates, storage shelves, dry wall, and roof decking, where appearance is not critical.
- Performs simple electrical repairs such as insulating or replacing bare or broken wiring, repairing burned out switches or loose connections, etc.
- Performs routine preventive maintenance of motor vehicles (i.e. engine tune-up, plugs, points) utilized at refuges, hatcheries, or laboratories.
- May, operate forklifts to unload and load supplies, snow removal equipment, or other non-heavy equipment.
- Performs miscellaneous housekeeping tasks as needed.
- Assists with fire suppression activities.
- Assists in the biological functions of the field station on some occasions by taking wildlife inventories, biological observations, or caring for and rearing hatchery fish.

B. Skill and Knowledge:

- Knowledge of standard plumbing methods and techniques to remove, clean, and reinstall fixtures to existing systems.
- Knowledge of standard carpentry methods and techniques to perform general repairs and to construct items such as crates, shelving, etc., where appearance is not critical.
- Basic electrical knowledge enabling incumbent to measure, bend, and splice wires, and perform simple repairs.
- Knowledge and skill in performing routine automotive repairs to perform such tasks as replacing plugs and points, and making "tune-up" type adjustments.

- Skill in starting, stopping, backing, and driving forklift trucks through narrow aisles in buildings to load and unload supplies and non-heavy equipment.
- Skill in handling tools such as tapes, rules, squares, hammers, hacksaws, power planers, hand and power saws, hand and power pipe threaders and cutters, packing and caulking irons, and pipe wrenches.
- Ability to add, subtract, multiply, divide, and work with simple fractions.
- Ability to understand and follow work orders.

C. Responsibility:

Work consists of a variety of tasks or sequences of tasks requiring a moderate degree of precision and accuracy and a moderate degree of care and skill to avoid injury and damage to equipment. Work is assigned orally or through work order. A higher grade worker or supervisor provides specific instructions and specifications for finished work, but the worker selects tools and methods to be used. The incumbent also selects materials from specifications or gets permission to substitute if standard material is not available. The supervisor spot-checks work in process, gives advice on unusual problems, and checks to see that completed work meets requirements.

D. Physical Effort:

Requires a considerable amount of standing, stooping, bending, climbing, and working in tiring or uncomfortable positions. Incumbent must frequently work from ladders and scaffolds. Lifting up to 50 pounds may also be required.

E. Working Conditions:

The incumbent may be employed at refuges, hatcheries, or labs. Work areas can be dirty, greasy, or bad smelling. The worker is subject to cuts, burns, infections, and the possibility of broken bones. The position necessitates both inside and outside work and exposure to all kinds of weather. A condition of employment is the wearing of the official U. S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class _____ and _____.